

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arts Commission

	Agency: Arts Commission Division:					
ITEM	RECORD	TITLE/DESCRIPTION	RETENTION PERIOD			
NO.	SERIES	(This Retention Schedule is approved on a space-available basis)				
1	79-2997	SUPPORT FOR INDIVIDUAL ARTISTS	TRANSFER to the RECORDS CENTER after three			
İ		This file contains grant paperwork from individual	(3) State Fiscal Years and after receipt of			
İ		applicants for the IAP (Individual Artist Program).	STATE BOARD OF ACCOUNTS Audit Report and			
		Included are the grants with the application and supporting	satisfaction of unsettled charges. TRANSFER			
		documentation. Non-funded applications are maintained	to the INDIANA ARCHIVES, for EVALUATION,			
l		separately from funded applications. Records are filed	SAMPLING or WEEDING pursuant to archival			
		numerically by the grant application number (generated by	principles after an additional seven (7)			
		INGA, the Indiana Arts Commission's on-line grants	State Fiscal Years in the RECORDS CENTER.			
		administration program). Disclosure of these records may be	TOTAL RETENTION prior to INDIANA ARCHIVES			
		subject to IC 4-1-10-1, et seq., (2006 Supplement and 2007	TRANSFER: Ten (10) State Fiscal Years and			
		Indiana General Assembly) Retention based on IC 34-13-1-1,	after receipt of STATE BOARD OF ACCOUNTS			
		(2004 Edition)	Audit Report and satisfaction of unsettled			
		(2001 Edicion)	charges.			
2	82-891	PROJECT GRANTS WITH FISCAL FILES	TRANSFER to the RECORDS CENTER after three			
4	0 <u>0</u> 091	These contain accounting records for all grants and	(3) State Fiscal Years and after receipt of			
		programs awarded. The file includes original grant	STATE BOARD OF ACCOUNTS Audit Report and			
		applications, grant agreements, and an award letter and	satisfaction of unsettled charges. TRANSFER			
		claim vouchers. Retention based on IC 34-13-1-1, (2004	to the INDIANA ARCHIVES, for EVALUATION,			
		Edition)	SAMPLING, or WEEDING pursuant to archival			
			principles after an additional seven (7)			
			State Fiscal Years years in the RECORDS			
			CENTER. TOTAL RETENTION prior to INDIANA			
			ARCHIVES TRANSFER: Ten (10) State Fiscal			
			Years and after receipt of STATE BOARD OF			
			ACCOUNTS Audit Report and satisfaction of			
			unsettled charges.			
3	82-893	ORGANIZATIONAL FILES	TRANSFER to the RECORDS CENTER after three			
İ		This file contains grant information for arts organizations	(3) State Fiscal Years and after receipt of			
		throughout the state of Indiana. This file has funded grant	STATE BOARD OF ACCOUNTS Audit Report and			
		applications, rejected grant applications, memos or	satisfaction of unsettled charges. TRANSFER			
İ		correspondence, grant agreements (contracts), final grant	to the INDIANA ARCHIVES, for EVALUATION,			
İ		reports, documentation (artist background information), any	SAMPLING or WEEDING pursuant to archival			
İ		publications or photographs, brochures, program	principles; after an additional seven (7)			
		information, and/or news articles. The files are arranged	State Fiscal Years in the RECORDS CENTER.			
		alphabetically and by the State Fiscal Year. Retention	TOTAL RETENTION prior to INDIANA ARCHIVES			
		based on IC 34-13-1-1, (2004 Edition)	TRANSFER: Ten (10) State Fiscal Years and			
			after receipt of STATE BOARD OF ACCOUNTS			
			Audit Report and satisfaction of unsettled			
			charges.			
4	79-2988	GRANT ANALYSIS	TRANSFER to the INDIANA ARCHIVES, for			
1	. , 2,00	The file is per capita and program area analysis of the	EVALUATION, SAMPLING, or WEEDING pursuant			
		agency grants program.	to archival principles; after three (3)			
		agency grants program.	State Fiscal Years.			
	84-787	NEA CDANE ADDITIONS	TRANSFER to the RECORDS CENTER after three			
_ T		NEA GRANT APPLICATIONS	I TRANSFER TO THE RECORDS CENTER after three			
5	84-787	This file sensists of applications from the Indiana July	(2) State Figgal Verms and often married of			
5	84-787	This file consists of applications from the Indiana Arts	(3) State Fiscal Years and after receipt of			
5	84-787	Commission to this federal entity for available grants. The	STATE BOARD OF ACCOUNTS Audit Report and			
5	84-787	Commission to this federal entity for available grants. The file includes the grant applicationt, proposed budget, a	STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER			
5	84-787	Commission to this federal entity for available grants. The file includes the grant applicationt, proposed budget, a narrative, a potential revised budget, miscellaneous	STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION,			
5	84-787	Commission to this federal entity for available grants. The file includes the grant applicationt, proposed budget, a narrative, a potential revised budget, miscellaneous correspondence, the grant award letter, funding requests,	STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival			
5	84-787	Commission to this federal entity for available grants. The file includes the grant applicationt, proposed budget, a narrative, a potential revised budget, miscellaneous correspondence, the grant award letter, funding requests, fiscal records, a financial status report and a final	STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional seven (7)			
5	84-787	Commission to this federal entity for available grants. The file includes the grant applicationt, proposed budget, a narrative, a potential revised budget, miscellaneous correspondence, the grant award letter, funding requests,	STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival			
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5	84-787	Commission to this federal entity for available grants. The file includes the grant applicationt, proposed budget, a narrative, a potential revised budget, miscellaneous correspondence, the grant award letter, funding requests, fiscal records, a financial status report and a final project description. These records are arranged by the	STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional seven (7) State Fiscal Years in the RECORDS CENTER.			
5	84-787	Commission to this federal entity for available grants. The file includes the grant applicationt, proposed budget, a narrative, a potential revised budget, miscellaneous correspondence, the grant award letter, funding requests, fiscal records, a financial status report and a final project description. These records are arranged by the State Fiscal Year. Retention based on IC 34-13-1-1, (2004)	STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional seven (7) State Fiscal Years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES			
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	6	84-793	ARTIST IN EDUCATION-ARTIST FILES	TRANSFER to the INDIANA ARCHIVES for
ĺ			These files contain applications and information by artists	EVALUATION, SAMPLING, or WEEDING pursuant
			applying for the Artists in Education Programs.	to archival principles after three (3)
İ				State Fiscal Years.